



Bureau of Nutrition & Health Promotion  
1-800-532-1579

*Week ending issue: February 19, 2016 – Issue # 283*

### *Policy*

#### **Policy from the WIC State Operations Policy and Procedure Manual – Policy 410.05 – Financial Management**

The Iowa WIC Program meets the requirements of the Office of Management and Budget and Section 246.13 of the WIC Regulations by maintaining an accounting system through the Bureau of Finance of the Iowa Department of Public Health. This system identifies all revenues and expenditures of the program and allocates them to cost centers for the appropriate fiscal year.

At the state WIC office, the WIC Program Planner:

- Reviews and approves charges as posted on IowaGrants.gov against WIC funds,
- Maintains records of obligations incurred by the state WIC office, and
- Prepares the monthly Financial Management and Participant Report (FNS-798), and electronically updates, verifies and certifies the report.

Every agency that provides WIC services must sign a contract that incorporates federal regulations. Compliance is determined by submission of a budget and on-site monitoring of fiscal procedures for each agency.

### *Information*

#### ***Participant Centered Services:***

Working with a participant to set a goal and then following up on that goal at the next appointment is a great way to show that you care and that they are not just a number in your caseload. You may also want to consider making a note (in the care plan or as an alert or comment) regarding something they mentioned to you that was going on in their life so you can ask about that too. For example, if they mention they have enrolled their child in soccer or tumbling, make a note to ask at the next appointment how the soccer/tumbling

season went. This small amount of effort can pay off big in establishing a relationship and making them feel special.

### ***Thank you of the Week:***

### ***eWIC Focus Update***

It is extremely important that prior to you Focus user Training that all WIC staff have reviewed the updated policies related to Focus and eWIC. These policies can be found on the WIC Web Portal under the Pending policies section. Upon review of these policies, questions about them and clinic procedures related to them should be discussed internally and any further questions can be sent on to your agency's nutrition consultant so that training week can be spent learning about the system and how it works. Prior to the User Trainings, local staff should also begin to discuss possible clinic flow changes that may need to be made. Again, whenever possible, get the questions related to this to your nutrition consultant prior to the training week.

### **E WIC Ready Vendor List**

The e WIC Ready Vendor List is a document that shows which stores are eWIC ready throughout Iowa. Participants who have an e WIC card can use their card at the stores listed on this document. It also shows which stores are integrated and which use stand beside systems. This document can be found on the WIC Web Portal under the Training section and on the WIC website under the eWIC section. This list will be updated every Monday. Please let participants know where this document can be found and when they can check the document for updates.

### ***Find us on Facebook-***

<https://www.facebook.com/IowaWIC>



### ***Training***

#### ***Educational Opportunity (CEU)***

The Nutrition Services Branch in collaboration with UNC – Chapel Hill is pleased to announce that Module 1: Nutrition Assessment of the Pediatric Nutrition Course (PNC) will

be offered again in 2016. This is an online, faculty guided, self-paced course of about 25 hours to be completed between January 19, 2016 and March 28, 2016. The goal of this course is to provide nutritionists with the knowledge and skills needed to improve the nutritional health of the pediatric population. Module 1 is designed to improve knowledge and skills specifically in the area of nutrition assessment. It is ideal for new employees in public health nutrition, nutritionists who are new to pediatrics and those who want to broaden their pediatric knowledge base.

Module 1 Nutrition Assessment consists of the following six topics:

- Unit 1: Anthropometrics
- Unit 2: Biochemical
- Unit 3: Clinical
- Unit 4: Food and Nutrition History
- Unit 5: Eco Social Factors
- Unit 6: Psychosocial Factors

This course has been approved by the Commission on Dietetic Registration – Academy of Nutrition and Dietetics for 19 CPEUs - Level 1 for Registered Dietitians (RDs), Registered Dietitian Nutritionists (RDNs), Nutrition and Dietetics Technicians, Registered (NDTRs) and Dietetic Technicians, Registered (DTRs). For all others, 2.0 Continuing Education Units will be awarded from the Friday Center for Continuing Education at the University of North Carolina at Chapel Hill.

**Fees:** The course fee is \$50 for public health nutrition personnel in North Carolina Local Health Agencies and pediatric nutritionists in Children’s Developmental Services Agencies (CDSAs). The course fee is \$100 for all other applicants, including those who reside outside of the State of North Carolina. Enrollment is limited, and participants will be taken on a first-come, first-serve basis.

An orientation webinar is scheduled for Tuesday, January 12, 2016 from 11 am – 12 pm with fully enrolled students to provide an overview and demonstration of the online course. This live orientation webinar will be recorded for those who are unable to attend.

<b>March:</b> No NETC this month
<b>May:</b> No NETC this month

**July:**

NETC Webinar (All new staff) – July 14, from 8:30-11:30

NETC Webinar (Health Professional) – July 21, from 8:30-11:30

NETC Webinar (Support Staff) – July 28, from 8:30-11:30

**September:**

NETC Webinar (All new staff) – September 15, from 8:30-11:30

NETC Webinar (Health Professional) – September 22, from 8:30-11:30

NETC Webinar (Support Staff) – September 29, from 8:30-11:30

**November:**

NETC Webinar (All new staff) – November 10, from 8:30-11:30

NETC Webinar (Health Professional) – November 16, from 8:30-11:30

NETC Webinar (Support Staff) – November 17, from 8:30-11:30

**\*\*\*Please note the dates in November\*\*\***

***Dates to Remember-***

- Infant/Child Workshop- August 2, 2016
- WIC Contractor Meeting- August 30, 2016
- Communication and Rapport Workshop- October 26, 2016

Note: Due to state-wide rollout of eWIC the Breastfeeding and Maternal Core Workshops will not be held this year. Instead, CPA/Non CPA Health Professionals hired between March 2015 and March 2016 and any other CPA/Non CPA Health Professional who hasn't yet attended one (or both) of these workshops must complete the designated substitute module(s) found under Core Training Workshops on the Personnel section of the Training page on the WIC Web Portal. Before beginning the module(s) please see the "Preamble to the 2016 Breastfeeding and Prenatal & Postpartum Nutrition Modules" (also located on the web portal) for more information before starting the module(s).

## Available Formula-

Product	Quantity	Expiration Date	Agency	Contact
Vivonex T.E.N.	60- 2.84 oz. packets	11/2016	State WIC Office	Nicole Newman 515-281-4545
Peptamen Junior 1.5 Cal	114 – 250 ml containers	3 – 6/2016	HACAP	Angela Munson 319-366-7632
Enfaport	17 – 6 packs of 6 oz. containers	4/1/16	HACAP	Angela Munson 319-366-7632
Complete Amino Acid Mix	1 can	10/21/2017	Mid-Iowa Community Action	Sierra Steven 515-232-9020, ext. 105
Keto Cal 3:1, 11 ounce unflavored powder	25 containers	8 containers <u>Expire: 9/4/2016;</u> 2 containers <u>Expire: 6/1/2016;</u> 14 containers <u>Expire: 5/10/2016;</u> 1 container <u>Expires: 4-16-2016.</u>	HACAP	Angela Munson 319-366-7632

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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